

Setting Up E-Mail Notification Attorney Procedure

These instructions show you how to set up the CM/ECF system to provide automatic e-mail notification.

Introduction to E-Mail Notification

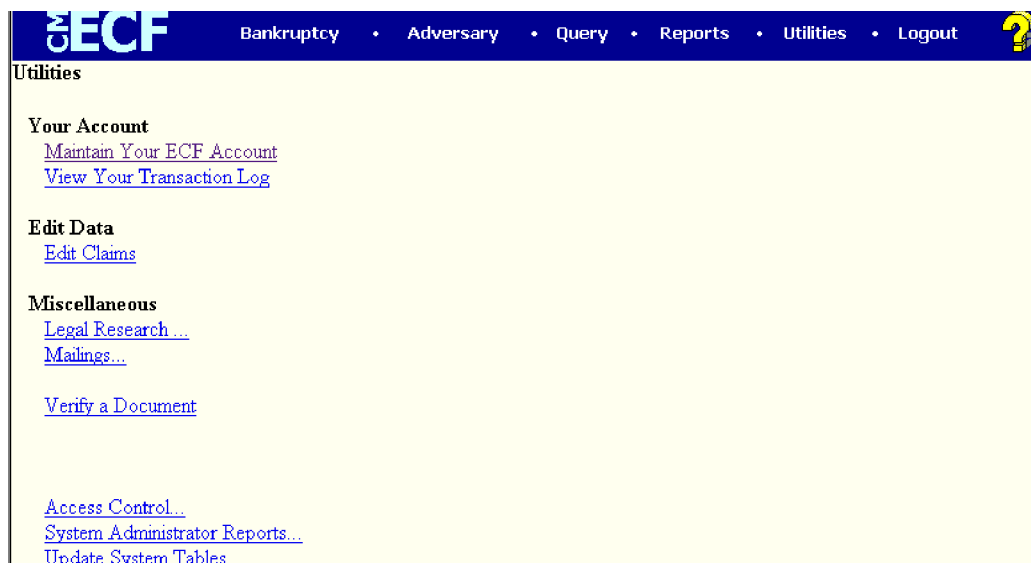
- ◆ The e-mail notification function will allow the user to activate or deactivate notification of document filing via e-mail on a case by case basis.
- ◆ To set up notification, you have four selections to choose from:
 - ! Selection 1 Determine where you would like to have the e-mail notifications sent.
 - ! Selection 2 Determine which cases you would like to receive e-mail notifications.
 - ! Selection 3 Determine whether you would like to receive a notice for each filing or a daily summary report.
 - Selection 4 Determine how you want the e-mail notifications formatted.
- ◆ To receive any type of notification it is essential for you enter your e-mail address.

To Set Up E- Mail Notification

- STEP 1.** Access the **CM-ECF** database then left click on the **Utilities** hypertext link on the CM/ECF Main Menu bar. (See Figure 1.)

Figure 1





- ◆ The **Utilities** main screen displays (See Figure 2.)

The screenshot shows the "Maintain User Account" form. It is a yellow form with various input fields for user information. The fields are arranged in two columns. The left column contains: Last name, Middle name, Title, Office, Address 1, Address 2, Address 3, City, Country, Phone, and SSN. The right column contains: First name, Generation, Type (with a dropdown menu), State (with a dropdown menu), Zip, County (with a dropdown menu), Fax, and Tax Id. All fields are currently empty except for the "Type" field which has "aty" selected.

Figure 2

- ◆ Left click on the **Maintain Your ECF Account** hypertext link.

STEP 2 The **Maintain User Account** screen displays. (See Figure 3.)

Figure 3

The screenshot shows the 'E-mail information for' form. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The form contains the following fields and options:

- Primary e-mail address:** A text input field.
- Send the notices specified below:**
 - ☒ to my primary e-mail address
 - ☐ to these additional addresses: A text input field.
- ☒ Send notices in cases in which I am involved
- ☐ Send notices in these additional cases: A text input field.
- ☒ Send a notice for each filing
- ☐ Send a Daily Summary Report
- Format notices:**
 - ☒ html format for Netscape or ISP e-mail service
 - ☐ text format for cc:Mail, GroupWise, other e-mail service
- Buttons: 'Return to Account screen' and 'Clear'.

- ◆ Confirm the information displayed on this screen. Update if necessary.
- ◆ Left click on **[Email information...]**.

STEP 3 The **E-mail information** screen displays. (See Figure 4.)

The screenshot shows a table with user information and two buttons below it:

Bar Id	Bar status	Mail group
Initials ag DOB	AO code	End date
Email information...	More user information...	

Below the table are two buttons: 'Submit' and 'Clear'.

Figure 4

- ◆ Confirm that the primary e-mail address is correct.
- ◆ If you would like e-mail notification sent to other addresses, left click the check box and left click inside the text box to enter additional e-mail address.
- ◆ If you would like to receive e-mail notification in additional cases, left click the check box and left click inside the text box to enter additional case numbers.
 - ! Left click inside the text box to enter a list of case(s) in the format yy-nnnn (i.e., 97-1234) for which you would like to receive notification of activity.

NOTE: You do not have to be a party in a case to receive notification.

- ◆ Determine how you would like to receive e-mail notifications.
 - Left click the **Send a notice for each filing** radio button if you want to receive individual notices.
 - Left click the **Send a Daily Summary Report** radio button if you want to receive one notification containing all activity.
- ◆ Determine how you would like to have the e-mail notifications formatted.
 - Left click the correct button to indicate how you receive your e-mail.
 - Left click **[Return to Account screen]** to continue.
- ◆ Click on **Logout** to exit CM/ECF.